

# CTA

**The Jumpstart on an Elite Career**  
High tech, complex cutting edge systems  
and computers.



**Cryptologic Technician (Administrative)**  
**CTA**

**Cryptologic Technician (Administrative) (CTAs)** perform technology-based administrative functions using software applications within a global information environment; perform personnel and physical security duties for the Naval Security Group and Intelligence communities both ashore and afloat; perform manpower management functions; maintain accountability of highly Sensitive Compartmented Information (SCI); operate Information Systems (IS) equipment and current software applications; perform Joint duty as a Department of Defense (DOD) courier with the Defense Courier Service; perform in a Full-Time Support (FTS) capacity for the Naval Security Group Cryptologic Reserve Program.

## Career Opportunities

In addition to building teamwork, attention to detail, and leadership skills during a Navy enlistment, CTAs also learn computer application and workflow management skills that can transfer directly to the civilian job market. CTAs utilize word-processing, database, spreadsheet and graphics development software to provide administrative support to mission objectives. Also, the security clearance required for employment as a CTA may assist in attaining civilian jobs that demand a high level of trust. For those choosing to make a career of the Navy, the CTA rating offers a diverse and exciting career path including high profile responsibilities both ashore and on board ships, instructing courses ashore, and managing administrative offices.

## What They do

The duties performed by CTAs include:

- Operating sophisticated Information Systems (IS) in an integrated software environment
- Evaluating, developing and implementing information workflow and file management procedures
- Executing global networking functions
- Operating secure communications devices
- Performing general administrative duties
- Performing personnel/physical security duties

## Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the associate/bachelor degree and vocational certificate categories for courses taken and experience acquired in this rating. The overall credit received depends on the college, degree program, accumulated training, and current pay-grade.



## Qualifications and Interests

Important qualifications for the CTA rating are above average reading, writing, and personal communication skills; computer knowledge; manual dexterity; performing repetitive tasks; a good memory; and the ability to work as a team member. "A" school students must be able to type 30 WPM to graduate. Other helpful characteristics are trustworthiness, resourcefulness and personal initiative. CTAs must be U.S. citizens and meet eligibility requirements for continuous access to Sensitive Compartmented Information (SCI). The results of a Single Scope Background Investigation (SSBI) and subsequent reinvestigations at five-year intervals determine eligibility for a Top Secret clearance.

## Working Environment

Most CTAs perform their duties at shore stations in the United States and overseas. However, opportunities exist to perform duties afloat on board a variety of surface combatants. The duties of CTAs are usually performed in clean, air-conditioned office spaces and usually require more mental than physical effort. Work is normally performed with other CTAs, but personnel may work alone with little or no supervision.

## Opportunities

Opportunities for placement in this rating are excellent for qualified applicants. About 1,100 men and women work in the CTA rating.

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## Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through formal Navy schooling. Advanced computer technical training is available in this rating as part of normal career development

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	NTTC Pensacola, FL.	8 weeks	Cryptologic administration	Group, individual instruction and laboratory
Students receive extensive training utilizing modern computer systems. Graduates are usually assigned to shore duty, working in supervised office environments.				

All personnel now receive sea pay at sea (E-1 to E-9).

## Related Civilian Jobs—Department of Labor Dictionary of Occupational Titles

Computer Operator  
Computer Peripheral Equipment Operator  
Computer Programmer  
Supervisor, Computer Operations  
Database Administrator  
Database Design Analyst  
Systems Programmer  
Administrative Assistant  
Manager, Office  
Records Manager  
Data Entry Clerk  
Clerk-typist  
Intelligence Specialist  
Quality Assurance Analyst



Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

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